



FOREWORD

This Federal Aviation Administration (FAA) standard sets forth practices for the preparation of **35mm** microfilm and microfilm aperture cards of engineering drawings and supporting data for the ~~FAA~~ National Airspace System.

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10 SCOPE

**1.1 Scope.** This standard defines the format and style of **35mm** microfilm and microfilm aperture cards prepared for drawings and supporting data in support of the FAA National Airspace System (**NAS**). The requirements for the microfilm and microfilm aperture cards are defined in the referenced military specifications and standards. The military specifications and standards are tailored within this standard to meet the needs of the FAA. Only the areas of specification tailoring are defined herein, the military specifications are otherwise to be interpreted and used as written to prepare the microfilm and microfilm aperture cards,

20 APPLICABLE DOCUMENTS

**2.1 Government documents.** The following documents of the issue in effect on the date of invitation for bids or request for proposal, form a part of this standard to the extent specified herein. In the event of conflict between the documents referenced herein and the content of this standard, the content of this standard shall be considered a superseding requirement,

SPECIFICATIONS:

Military

<b>MIL-C-9877</b>	Cards, Aperture
<b>MIL-M-9868</b> With Amendment 2	Microfilming of Engineering Documents, <b>35 MM</b> , Requirements <b>for</b> .
<b>MIL-M-38761</b>	Microfilming and Photographing of Engineering/Technical Data and Related Documents: <b>PCAM</b> Card Preparation, Engineering Data Micro-Reproduction System, General Requirements for, Preparation <b>of</b>

STANDARDS:

Military

<b>MIL-STD-399</b>	Microform Formats
<b>MIL-STD-804</b>	Format and Coding of Aperture, Copy and Tabulating Cards for Engineering Data Micro-Reproduction Systems.

Copies of the listed specifications and standards may be obtained from the Commanding Officer, **U.S.** Naval Publications and Forms Center (Attn. **NPFC 1032**), **5801 Tabor** Avenue, Philadelphia, Pennsylvania **19120**.

30 REQUIREMENTS

3.1 Microform formats.

3.1.1 Aperture cards. The aperture card format shall comply with the requirements specified for format 3 in paragraph 1.4 and 5.6 of ~~MIL-STD-399~~.

3.2 Microfilm preparation. Microfilm prepared for FAA drawings and supporting data shall comply with the requirements of ~~MIL-M-9868~~ with the following tailoring:

- a0 Microfilm shall be made from the original drawings (or prints) or shall be computer output microfilm and shall comply with requirements for Type I, Class 1 microfilm as specified in paragraph 1.2.1 and 3.2.
- b0 Computer output microfilm when provided shall comply with requirements as specified in amendment 2.
- c0 Paragraph 308 shall be revised to read as follows:  
  
From Class 1 microfilm - 2 ~~microfilm~~ reproductions  
  
From Class 2 microfilm - 1 microfilm reproduction
- d0 Paragraph 3.9.1: Delete phrase "When specified by the procuring activity".
- e. Paragraph 3.9.2: Delete phrase "When specified by the procuring activity".
- f. Paragraph 3.11.1: Delete phrases "Unless otherwise specified by the procuring activity" and "When specified by the procuring activity".
- g. Paragraph 3.16: Delete phrase "Unless otherwise specified by the procuring activity or"
- h. The following paragraphs are not applicable:
  - 10 Para. 3.11.1.3 Three Sheet per Frame Format.
  - 20 Para. 3.14 Microfilm Roll Identification.

3. **Para. 3.15** Microfilm Index Numbers.
4. **Para. 3.18** Unexposed Microfilm Section.
5. **Para. 3.19** Splices.
6. **Para. 4.7** Rejection of Microfilm by Government Activities.

- i. When the contract requires submittal of copy microfilm aperture cards in addition to the camera microfilm, the **copy** microfilm shall comply with requirements for Type I, Class 2, Kind N microfilm as specified in paragraph 1.2.1 and 3.2.

**3.3 Aperture card preparation.** Aperture cards shall comply with requirements for type I, Class 1 cards as specified in ~~MIL-C-98777~~. Card form, card code and information interpreted on the face of the card shall comply with the requirements of ~~MIL-STD-804~~ with the following tailoring:

- a. All drawings and supporting data and documents shall be presented in microfilm form using the dual purpose engineering document card, **DD Form 1562** (card code H/T) as specified in paragraph 5.1.9.
- b. The data fields of the H/T card shall comply with the requirements specified in paragraph 5.1.9 with the following modifications:
  1. Upper legend field ("**H**" field).
    - a. Columns **48, 49, 53** through **76** and **78** through **80** shall remain **blank**.
    - b. Column **77** shall be identified with an "**8**" punch to indicate camera microfilm, otherwise the ~~column~~ shall remain **blank**.
  2. Lower Legend field ("**T**" field).
    - a. Columns **31** through **46** shall identify the page numbers of the document pages contained in the frame. Pages containing more than three numbers shall be considered a complex numbering system. (**i.e., 001a, 001a, 002.1, 002a1 etc.**). Page numbers punched and interpreted on the aperture card shall **always have** a space between the page numbers.
    - ba. Columns **48, 49, 53** through **76** and **78** through **80** shall remain blank.
    - co. Column **77** shall identify camera microfilm with an "**8**" punch, otherwise the column shall remain **blank**.

#### 4. QUALITY ASSURANCE PROVISIONS

**4.1 Microfilm.** Quality assurance provisions of **MIL-M-9868** shall apply to all microfilm provided under the terms of this standard,

**4.2 Aperture cards,** The quality **assurance** provisions of **MIL-C-9877** shall apply to all aperture cards provided under the terms of this standard, Quality testing shall be in accordance with **MIL-M-38761**.

#### 5. PREPARATION FOR DELIVERY

**5.1 Packaging.** Microfilm aperture cards shall **be packaged** and prepared for delivery in accordance with requirements of **MIL-M-38761**.

#### 6. NOTES

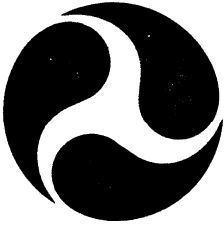
**6.1 Definitions.** All definitions applicable to words or phrases used in this standard are contained in Section 6 of **MIL-M-38761**.

**6.2 Federal Services and Supply.** Forms/cards availability, as part of the procurement requirements, are available through Federal Services & Supply Catalog, **FSC 75**, Port VIII, Section A, Class **7530**.









FAA-STD-023  
September 26, 1985

U.S. Department of Transportation  
**Federal Aviation Administration**  
Standard

MICROFILMING OF ENGINEERING AND ELECTRICAL DRAWINGS

Initiated by: **AES-120**